**Course Audit Registration Form**

Name/Address: ____________________________________________

__________________________________________________________

Phone Number  (  ) ________ - ___________

Personal Email Address __________________________________________

**LIST THE COURSE TO BE AUDITED BELOW WITH THE NUMBER AND TITLE**

**PARTICIPATION / PERFORMANCE COURSES CANNOT BE AUDITED**

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE</th>
<th>SECTION</th>
<th>TITLE</th>
</tr>
</thead>
</table>

**I AM EXEMPT FROM THE $50 FEE FOR THE FOLLOWING REASON:**

___ Registered student at New Paltz

___ Faculty member at New Paltz

___ Alumnus of SUNY New Paltz

___ Over 60 years of age

___ Staff member at New Paltz

After receiving the appropriate signatures, the stamp from Student Accounts (HAB 210) is required for processing.

______________________________ __________________
Instructor Student Accounts Approval

______________________________
Department Chair Date

______________________________
Student Date

______________________________
Academic Computing Date

AFTER OBTAINING ALL SIGNATURES AND WHEN REQUIRED, PAYING THE APPROPRIATE FEE, THE FORM MUST BE SUBMITTED TO RECORDS AND REGISTRATION.

The Audit Policy is printed on the reverse side of this form.
COURSE AUDIT POLICY
(Revised Spring 2011)

Some academic courses may be audited. Registered students at the State University of New York at New Paltz, faculty and staff of New Paltz, persons over 60 years of age and Alumnus of SUNY New Paltz may audit courses without paying a registration fee. For all others, a non-refundable registration of $50.00 will be charged. Persons who would like to audit a course must obtain an Audit Form from Records and Registration. The completed form must have the signatures of:

- The chair of the department offering the course
- The course instructor
- Professional staff member of Academic Computing (VH Annex 155)

Forms must be submitted to Records & Registration with the proper signatures and proof of payment of fee.

The audit privilege permits the auditor to attend a course, providing there is room in the course and the necessary approvals have been granted, and to do assignments, but it does not permit the auditor to take examinations in the course or to have his or her work evaluated in any other way. The auditor receives no grade for the course, nor is any record of course attendance kept in Records and Registration. **Students may not change their enrollment status from audit to credit, or from credit to audit.**

Audit privileges are not available in studio, laboratory, performance courses, or courses where class participation of students is of major importance, nor are they available in credit-free courses offered by the institution or in any foreign study program or course. **Online courses cannot be audited.**